

IDAHO LIQUEFIED PETROLEUM GAS SAFETY BOARD

Bureau of Occupational Licenses

700 West State Street, P.O. Box 83720

Boise, ID 83720-0063

Conference Call Minutes of 9/19/2018

BOARD MEMBERS PRESENT: Tom C Daniels - Chair
Ricky J Harris
Richard B Davies
Ben Estes
Larry L Simms

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Administrative Support Manager
Marcie Rightnowar, Hearing Appeals Coordinator
Maurie Ellsworth, General Counsel
John Kersey, Chief Investigator
Eric Nelson, Board Prosecutor
Mary Miles, Technical Records Specialist II

The meeting was called to order at 9:00 AM MDT by Tom C Daniels.

AMENDED AGENDA

Mr. Simms made a motion to adopt the amended agenda to include the discussion of appointing a cognizant Board member. It was seconded by Mr. Estes. Motion carried.

APPROVAL OF MINUTES

Mr. Simms made a motion to approve the minutes of 7/11/2018. It was seconded by Mr. Estes. Motion carried.

LEGISLATIVE REPORT

Ms. Cory said that the Bureau will be working on putting together legislative outreach meetings similar to the meetings last year with Board Members and Legislators. She said the Bureau would be reaching out to Board members in the next several weeks to see when they would be available to meet with legislators in their communities.

INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE

Ms. Cory let the Board know that, as of today, the Interim Committee has not scheduled its next meeting.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$176,875.12 as of 8/31/2018.

FISCAL YEAR 2019 CONTRACT RENEWAL

Mr. Simms made a motion to approve the FY 2019 Contract Renewal and authorize the Board Chair to sign. It was seconded by Mr. Estes. Motion carried.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case number LPG-2019-1. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

Ms. Rightnowar gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Estes made a motion to approve the Bureau's recommendation and authorize closure with warning letters in cases I-LPG-2018-12, I-LPG-2018-15, I-LPG-2018-16, I-LPG-2018-20, I-LPG-2019-3, I-LPG-2019-4, and I-LPG-2019-5. It was seconded by Mr. Simms. Motion carried.

Mr. Estes made a motion to approve the Bureau's recommendation and authorize closure in case I-LPG-2018-17. It was seconded by Mr. Simms. Motion carried.

Mr. Estes made a motion to approve the Bureau's recommendation and authorize closure in case I-LPG-2019-2. It was seconded by Mr. Simms. Motion carried.

INSPECTOR TRAINING

Mr. Kersey addressed the Board members regarding additional training for the inspectors.

Mr. Estes made a motion to authorize Mr. Harris to work with Mr. Kersey to identify and approve additional training, and the cost for the training for the inspectors. It was seconded by Mr. Simms. Motion carried.

TO DO LIST

The Board reviewed the To Do List and no action was taken.

COGNIZANT BOARD MEMBER

Mr. Estes made a motion to authorize the Board Chair to work with Mr. Kersey to review information received between meetings for facility applications. It was seconded by Mr. Harris. Motion carried.

INSURANCE AUDIT UPDATE

Ms. Miles updated the Board members on the insurance audit that was sent on 8/21/2018.

EXECUTIVE SESSION

Mr. Estes made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Simms. The vote was: Mr. Estes, aye; Mr. Simms, aye; Mr. Davies, aye; Mr. Harris, aye; and Mr. Daniels, aye. Motion carried.

Mr. Estes made a motion to come out of executive session. It was seconded by Mr. Simms. The vote was: Mr. Estes, aye; Mr. Simms, aye; Mr. Davies, aye; Mr. Harris, aye; and Mr. Daniels, aye. Motion carried.

APPLICATIONS

Mr. Estes made a motion to approve the following for licensure:

Approved for Licensure

MAMA AND PAPA AND SIX CUBS LLC	PGF-1288
LYNCH NATURAL RESOURCES LLC	PGF-1350
HWY 93 LLC DBA GATEWAY MINMART & SERVICE	PGF-1353

It was seconded by Mr. Harris. Motion carried.

Mr. Estes made a motion to table application 901146080 pending receipt of additional information and review by the Chair and Mr. Kersey. It was seconded by Mr. Simms. Motion carried.

Mr. Estes made a motion to table application 901160486 pending receipt of additional information and review by the Chair. It was seconded by Mr. Simms. Motion carried.

Mr. Estes made a motion to table application 901138207 pending receipt of additional information and review by the Chair. It was seconded by Mr. Harris. Motion carried.

Mr. Estes made a motion to table application 901161881 pending receipt of additional information and review by the Chair. It was seconded by Mr. Harris. Motion carried.

NEXT MEETING was scheduled for 10/17/2018 Conference Call at 9:00 AM MDT.

- 11/14/2018 Conference Call at 9:00 AM MST.
- 12/19/2018 Conference Call at 9:00 AM MST.

ADJOURNMENT

Mr. Simms made a motion to adjourn the meeting at 10:15 AM MDT. It was seconded by Mr. Estes. Motion carried.

Tom C Daniels, Chair

Ricky J Harris

Richard B Davies

Ben Estes

Larry L Simms

Tana Cory, Bureau Chief